

ALL APPLICANTS

RURAL BUSINESS OPPORTUNITY GRANTS

APPLICANT _____
Contact Person _____
Address _____

Phone _____
Fax _____
E-mail _____
Other _____

| | | PREPARED | DATE |
|-----------|--|----------------------|----------|
| ITEM | | BY | RECEIVED |
| II | APPLICATION (HOLD CONFERENCE) | | |
| 1 | Civil Rights Compliance Review Pre-Award Checklist | Applicant | |
| 2 | RD Instruction 1900-D Documentation | Applicant | |
| 3 | Exhibit A-1 of RD Instruction 1940-Q, Restrictions on Lobbying | Applicant | |
| 4 | ND Instruction 1942-G, Exhibit D, Resolution Authorizing Execution of Grant documents | Applicant & Attorney | |
| 5 | RD 400-8, Compliance Review | USDA | |
| 6 | Letter of Conditions | USDA | |
| 7 | RD 1942-46, Letter of Intent to Meet Conditions | Applicant | |
| 8 | AD-1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions | Applicant | |
| 9 | AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – for Grantees Other than Individuals | Applicant | |
| 10 | RD 400-4, Assurance Agreement | Applicant | |
| 11 | Copies of Leases, Contracts or Agreement with Site Tenants | Applicant Attorney | |
| 12 | SF 3881, Electronic Funds Transfer Payment Enrollment Form | Applicant & USDA | |
| 13 | Review of Non-procurement list (RD Instruction 1940-M) http://epls.arnet.gov/ | USDA | |
| 14 | RD 1940-1, Request for Obligation of Funds | App & USDA | |
| 15 | RD 2006-38, Civil Rights Impact Analysis | USDA | |

| ITEM | | PREPARED BY | DATE |
|--------------------------|---|----------------|------|
| <u>RECEIVED</u> | | | |
| III GRANT CLOSING | | | |
| 1 | Verification of Other Committed Funds | Applicant | |
| 2 | Insurance | | |
| a | Workers Compensation | Applicant | |
| b | Fidelity Bond/Employee Dishonesty | Applicant | |
| 3 | SF 270, Request for Advance or Reimbursement | Applicant | |
| 4 | Request first advance/reimbursement of funds | USDA | |
| IV REPORTING | | | |
| 1 | SF 269, Financial Status Report (long form) | Applicant | |
| 2 | Project Performance Activity Report | Applicant | |
| 3 | Project Evaluation Report (1 yr after completion) | Applicant | |
| 4 | Audit | Applicant | |

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